

# APPLICATION PROCEDURES

## Riverside County

### MBA for Professionals Program

All requirements listed below must be submitted by the deadline, 8/1/08 unless otherwise arranged. Unofficial GMAT scores will be accepted until 8/31/08 if needed.

1. **CSU Application for Admission.** Applications are located at csumentor.edu
2. **The \$55 non-refundable application fee.** Please make checks payable to C.S.U.S.B.
3. **Two copies of all official transcripts.** Please request official transcripts from all colleges and universities listed on your application form. Evidence of a baccalaureate degree is required. Please mail transcripts and your application package to: MBA for Professionals Program Office JB-282, College of Business and Public Administration, CSUSB, 5500 University Parkway, San Bernardino, CA 92407.
4. **A reverse-chronological resume.** A minimum of 5 years professional experience with some responsibility for departmental/unit budgets, staff and/or operations should be shown in this statement and/or resume.
5. **Results of the Graduate Management Admission Test (GMAT) or proof of acceptable work experience or post-graduate education.** An acceptable Graduate Management Admission Test (GMAT) score which may be waived upon proof of substantial work experience (minimum 10 years) and significant managerial or professional experience (minimum of three years) **with the approval of the M.B.A. Director and Graduate Committee.** Managerial experience is defined as work experience in which the primary duty includes the overall responsibility for an enterprise, subdivision, department or similar independent or quasi-independent organization. Duties typically include such things as hiring and firing personal, planning, discretion and judgment, and organizing and controlling work that substantially affects a major aspect of the organization's operations. Individuals with this level of responsibility usually have titles such as "manager," "director," "vice-president," "president," "chief information officer," "chief financial officer," "chief operating officer." Professional experience is work that requires advanced knowledge acquired by a prolonged course of specialized study and involved work that is predominately intellectual and varied in character. Examples would include medical doctors, dentists, psychologists, lawyers, and certified public accountants.
6. **Supplemental Application form.** This form will be used to determine your eligibility for the County of Riverside's MBA for Professionals Program and to waive the GMAT exam if desired. You should provide more detail than your resume allows.
7. **Results of the TOEFL for International Applicants.** All international applicants who have not completed three years of full time study at the secondary or post-secondary level where English was the language of instruction must take the Test of English as a Foreign Language (TOEFL). Computer based test score 213, paper based test score 550, Internet based test score 79.
8. **Contact** It is the prospective student's responsibility to contact Beth Flynn at bflynn@csusb.edu to let her know that you have applied to this on-campus MBA Program.

# California State University San Bernardino

## MBA for Professionals Program – Riverside County Supplemental Application for Admission

1. Social Security # \_\_\_\_\_ Birth date \_\_\_\_\_

2. Full legal name \_\_\_\_\_  
Last First Middle

3. Current employee information:

a. Your position title: \_\_\_\_\_

b. Name of employer: \_\_\_\_\_

c. Type of organization: \_\_\_\_\_

d. Street address: \_\_\_\_\_  
\_\_\_\_\_

e. Years in present position: \_\_\_\_\_ Years with organization \_\_\_\_\_

f. Name and phone number of immediate supervisor \_\_\_\_\_  
\_\_\_\_\_

g. Number of employees you are directly responsible for \_\_\_\_\_

h. Explain in detail your current duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached another page if needed

4. GMAT Waiver documentation:

a. Do you hold a post-graduate degree? (MA, MD, MS, JD, PhD)\* \_\_\_\_\_  
If so, you must provide official transcripts as proof with your application package.

b. Do you have 10 years of substantial work experience as described in the Application Procedures #5? \_\_\_\_\_ If so, did you provide enough information above for the Graduate Committee to render their decision? Please note you current supervisor will be contacted.

c. Do you own your business? \_\_\_\_\_ If so, please provide a copy of your business license with your application package.

d. Please provide official certified proof if you are a C.P.A.

## **MBA FOR PROFESSIONALS PROGRAM offered by CSUSB**

### **County of Riverside**

Frozen Schedule – fall 2008 to spring 2010 (14 classes)

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*Fall 2008- Two classes – ADMN 501 (XXX) and ADMN 502 (XXX)*

#### **Tuesdays**

September - 30  
October – 7, 14, 21, 28  
November – 4, 18, 25  
December – 2, 9

#### **Thursdays**

September – 25  
October – 2, 9, 16, 23, 30  
November – 6, 13, 20  
December – 4, 11

Tuesday, November 11, 2008 – Veteran's Day holiday

Thursday, November 27, 2008 - Thanksgiving holiday

*Winter 2009 - Two classes – Core #1 (XXX) and Core #2 (XXX)*

#### **Tuesdays**

January – 13, 20, 27  
February – 3, 10, 17, 24  
March – 3, 10, 17, 24

#### **Thursdays**

January – 15, 22, 29  
February – 5, 12, 19, 26  
March – 5, 12, 19, 26

*Spring 2009 - Two classes – Core #3 (XXX) and Core #4 (XXX)*

#### **Tuesdays**

April - 7, 14, 21, 28  
May – 5, 12, 19, 26  
June – 2, 9, 16

#### **Thursdays**

April – 9, 16, 23, 30  
May – 7, 14, 21, 28  
June – 4, 11, 18

*Summer 2009 - Two classes – Core #5 (XXX) and Core #6 (XXX)*

#### **Tuesdays**

June – 30  
July – 7, 14, 21, 28  
August – 4, 11, 18, 25  
September – 1

#### **Thursdays**

June – 25  
July – 2, 9, 16, 23, 30  
August – 6, 13, 20, 27  
September - 3

*Fall 2009 - Two classes – MGMT #1 (XXX) and MGMT #2 (XXX)*

#### **Tuesdays**

September - 29  
October – 6, 13, 20, 27  
November – 3, 10, 17, 24  
December – 1, 8

#### **Thursdays**

September– 24  
October – 1, 8, 15, 22, 29  
November – 5, 12, 19  
December – 3, 10

Thursday, November 26, 2009 - Thanksgiving holiday

Classes meet from 6-10 p.m. unless otherwise noted

Classes are scheduled one subject per night during quarter throughout the program.

*Winter 2010 - Two classes – MGMT #3 (XXX) and MGMT #4 (XXX)*

**Tuesdays**

January – 12, 19, 26  
February – 2, 9, 16, 23  
March – 2, 9, 16, 23

**Thursdays**

January – 14, 21, 28  
February – 4, 11, 18, 25  
March – 4, 11, 18, 25

*Spring 2010 - Two classes - MGMT 685 (XXX) and MGMT #5 (XXX)*

**Tuesdays**

April - 6, 13, 20, 27  
May – 4, 11, 18, 25  
June – 1, 8, 15

**Thursdays**

April – 8, 15, 22, 29  
May – 6, 13, 20, 27  
June – 3, 10, 17

**Important dates:**

Friday, May 14, 2010 - Graduate Comprehensive Exam (held on the main campus)  
Saturday or Sunday, June 19 or 20, 2010 - Commencement (held on the main campus)

Revised 7/23/09

XXX – name will be released as professors are assigned

Classes meet from 6-10 p.m. unless otherwise noted  
Classes are scheduled one subject per night during quarter throughout the program.

5/5/08